

## Version Description Document Guide

### 1. General instructions.

a. Documentation: The Version Description Document (VDD) and all other documentation to be provided for use in hardcopy form will be provided in Microsoft Word format, and will be provided in both hardcopy and on soft media, preferably CD.

b. Machine readable data: Data used internally by computer (e.g., software, files, database, etc.) will be provided in a form capable of being loaded and used.

c. Title page or identifier. The VDD shall include a title page containing, as applicable: security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; name and address of the preparing organization; and distribution statement.

d. Table of contents. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix.

e. Page numbering and labeling. Each page shall contain a unique page number and display the version and date as applicable.

f. Response to tailoring instructions. If a paragraph is tailored out, the document shall contain the corresponding paragraph number and title, followed by "This paragraph has been tailored out."

g. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph may be written as multiple paragraphs or subparagraphs to enhance readability.

h. Standard data descriptions. If a required data description has been published in a DoD or commercial standard data element dictionary, reference to an entry in that dictionary is preferred over including the description itself.

2. Content requirements. Content requirements begin on the following page. The numbers shown designate the paragraph numbers to be used in the VDD.

1. Scope. Divide this section into the following paragraphs.

1.1 Identification. This paragraph shall contain the project ID, release precedence, release number, and a full identification of the system and the software, including, as applicable, identification number(s), title(s), abbreviation(s), and version number(s). It shall also identify the intended recipients of the VDD.

1.2 System overview. This paragraph shall provide a brief system overview. It shall describe the general nature of the system, identify current and planned operating sites, and list other relevant documents.

2. Referenced documents. This section shall list the number, title, revision, and date of all documents referenced in this document. This section shall also identify the source for those documents not available through normal Government channels.

3. Version description. Divide this section into the following paragraphs.

3.1 Inventory of materials released. This paragraph shall list, by identifying numbers, titles, abbreviations, dates, version numbers, and release numbers, as applicable, all physical media (for example, listings, tapes, disks) and associated documentation that make up the software version being released. It shall include applicable security and privacy considerations for these items, safeguards for handling them, such as concerns for static and magnetic fields, and instructions and restrictions regarding duplication and license provisions.

3.2 Inventory of software contents. This paragraph shall list, by identifying numbers, titles, abbreviations, dates, version numbers, and release numbers, as applicable, all computer files that make up the software version being released. Any applicable security and privacy considerations shall be included.

3.3 Changes installed. This paragraph shall provide a brief overall summary of the changes incorporated into this release. This paragraph shall identify, as applicable, Discrepancy Reports (DRs), System Advisory Notices (SANs), and Heads Up Messages (HUMs) cleared by the release, any modifications and enhancements incorporated, and the effects, if any, of each change on the end user, system operation and on interfaces with other hardware and software as applicable. This paragraph does not normally apply to the initial release of the software for a system.

3.4 Adaptation data. This paragraph shall identify or reference all unique-to-site data contained in the software version. For software versions after the first, this paragraph shall describe changes made to the adaptation data.

3.5 Related documents. This paragraph shall list by identifying numbers, titles, abbreviations, dates, version numbers, and release numbers, as applicable, all documents pertinent to the software version being released but not included in the release.

3.6 Installation instructions. This paragraph shall provide or reference the following information, as applicable:

- a. Instructions for installing the release
- b. Identification of other changes that have to be installed for this version to be used, including site-unique adaptation data not included in the software version
- c. Security, privacy, or safety precautions relevant to the installation
- d. Procedures for determining whether the version has been installed properly
- e. A point of contact to be consulted if there are problems or questions with the installation

3.7 Possible problems and known errors. This paragraph shall identify any possible problems or known errors with the software version being released, and instructions (either directly or by reference) for recognizing, avoiding, correcting, or otherwise handling each one. The information presented shall identify and be appropriate for those impacted.

4. Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of any terms and definitions needed to understand this document.

A. Appendixes. Appendixes may be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling. Appendixes shall be lettered alphabetically (A, B, etc.).